Guidelines for SCCTP Workshop PowerPoint Slide Design

<u>Text</u>:   Ideally, have no more than 6 words per line, 6 lines per slide ("6 x 6").

(For example, sentences may be converted to verb phrases or noun phrases, and explanatory texts may be included as trainer's notes and not on the slide.)

Try to use active verbs.

<u>Font</u>:   Ariel (or a font that's commonly available)

<u>Size</u>:   Try to be consistent (Keep in mind the "6 x 6" text guideline so that the text is not too small.)

<u>Color</u>:   Minimize the use of colors. (e.g., headings, texts, and examples in black, MARC fields of discussion in peach and bold, MARC subfields and coding of focus in navy blue and bold.)

<u>Branding</u>: Keep it subtle and minimal. We want the participants to focus on the text in the middle of the screen. Provide the SCCTP logo in the first slide of each workshop only.

<u>Structure/Layout</u>:

- Use a slide template that has a title block and make sure each slide has a title placed if possible. This will make the slide title visible on the PowerPoint outline view and display it in live online systems such as Centra that make use of slide titles for navigation during the presentation and in recorded sessions.

- Try to keep the same structure. In other words, the placement of the headings and bullets start in the same location on each slide.

- Be consistent with capitalization and punctuation.

- Try to leave some space at borders so that text does not start or end at the edge of a slide.

- When the content under one title heading requires more than one slide, use the same heading <u>without</u> noting "cont'd," "(cont.)," nor using numbering.

- Set up session number and slide number in the slide master without captions, e.g., 1-(#) for session 1, slide #.

<u>Animation effects</u>:   Leave animations out.

Animations may not work well in some software. If needed, convert one animated slide to multiple plain slides to kind of showing an animation when moving from slide to slide.

<u>Notes</u>:

Use headings consistently to make suggestions and serve as reminders. For example, use:

<u>Trainer Instructions</u> to note online tool suggestions and reminders for trainers. Include two notes, preferably as part of the pre-class set-up preparation: Use appropriate tools (e.g., arrows, circles, lines, pointers, etc.) to highlight the parts of the slide that are the focus of discussion to draw trainee's attention. If tools are limited in providing effects, such as underline, circle, pointing, etc., add colors, bold type and underlines to slides as needed before class.

<u>Trainee Instructions</u> to note what trainees need to do. Use active verbs, such as "Ask trainees to write on the white board…" instead of "Trainees will write on the white board…."

<u>Trainer Notes</u> to include information and explanations that trainers need to provide for trainees.